



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

REPLY TO
ATTENTION OF:

IMKO-AB-HRA (60)-85a)

15 December 2005

AREA II COMMAND POLICY #1-10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Adolescent Substance Abuse Counseling Service Command Referral Policy

1. REFERENCES:

- a. AR 210-10, Installations Administration, 1 Jun 77.
- b. AR 600-85, Army Substance Abuse Program (ASAP), 1 Oct 01.

2. PURPOSE: To establish a Command Referral Policy for adolescent family members, 12-18 years of age, to the Adolescent Substance Abuse Counseling Service (ASACS) as a result of incidents of misconduct.

3. APPLICABILITY:

- a. This policy applies to adolescent family members, and their sponsors who fall under the jurisdiction of Area II.
- b. Supplementation by subordinate commanders is prohibited.

4. GENERAL:

a. Substance abuse by adolescent family members poses a significant risk to their health and development. Parents and the community have an obligation to prevent substance abuse and to provide treatment for substance abuse when necessary.

b. ASACS is a federally-regulated program that provides services to the military under contract. Its primary purpose is to provide substance abuse treatment, education, prevention, and training programs to its clients. Public Law and the U.S. Code of Federal Regulations require ASACS to treat as confidential any Army Substance Abuse Program /ASACS information or records regarding a client. Client information may not be disclosed without the prior written consent of the client. Assessment and treatment of an individual by ASACS personnel may not be denied or withheld if a client chooses not to consent to release of ASAP/ASACS information.

5. RESPONSIBILITIES AND PROCEDURES:

a. Installation Commander:

(1) Will direct to ASACS for assessment adolescents apprehended by Military Police or other law enforcement agents as a result of, or otherwise identified in incidents of misconduct involving alcohol or other drug use. The Installation Commander may, at his discretion, direct to ASACS for assessment adolescents apprehended for or otherwise identified in incidents of misconduct involving other than alcohol or other drug use (for example assault).

(2) Will designate a Point of Contact (POC) to act as liaison with the ASACS POC (Clinical Supervisor)

(3) May impose administrative sanctions against the adolescent/sponsor should he/she refuse to participate in ASACS recommended treatment. Administrative sanctions, if imposed, will be administered in accordance with Area II Command Policy Memorandum #12-3, Standardized Procedure for Processing Civilian Misconduct Cases. The Installation Commander may use the results of the ASACS assessment in deciding final disposition of a case.

(4) Will direct the sponsor to contact ASACS to schedule an appointment for assessment within 72 hours of notification of the referral.

b. ASACS:

(1) Will request adolescents or family members sign a consent to release information authorizing ASACS to consult with the Installation Commander. ASACS will release information to the Installation Commander only after receiving a signed release from the adolescent or family members. Information released by ASACS to the Installation Commander will be limited to the following:

- (a) Confirmation of appointments
- (b) Refusal to participate in ASACS recommended treatment
- (c) Assessment disposition
- (d) Recommended treatment plan, if enrolled
- (e) Referral to another agency

(2) Will complete a comprehensive psychosocial assessment in accordance with governing regulation and established procedures.

(3) Will not withhold or deny ASACS services if an adolescent or sponsor declines to authorize release of information by ASACS to the Installation Commander.

(4) Will ensure that the Installation Commander's Office has an adequate supply of ASACS literature and information to give to families.

c. Provost Marshal:

(1) Will ensure that the Installation Commander and ASACS are informed upon the identification of an adolescent involved in misconduct involving substance abuse.

(2) Will fulfill his/her responsibilities for referral and disposition of adolescent misconduct according to Command Policy and Command Policy Memorandum #12-3, Standardized Procedure for Processing Civilian Misconduct Cases.

d. DoDDS (Seoul American High School, Seoul American Middle School and Seoul American Elementary School):

(1) Will designate a POC at the Seoul American High School (SAHS), Seoul American Middle School (SAMS), and the Seoul American Elementary School (SAES). The respective POC will contact the Provost Marshal to advise him/her of any suspected incidents of substance abuse involving a student occurring on campus.

(2) Will contact ASACS in accordance with established existing procedures regarding any suspected incident of substance abuse involving a student occurring on campus.

(3) Will contact the Installation POC to advise him/her of any disciplinary action taken by DoDDS against the student (e.g. suspension) for the suspected substance abuse.

e. Chaplain, Area II Support Activity:

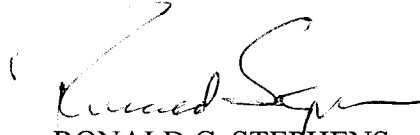
The Chaplain will be available to provide services to the command-directed adolescents and their sponsor(s). Services may include counseling, spiritual and moral guidance, and parenting skills.

6. The POCs for this Command Policy Memorandum are the ASACS Clinical Supervisor, 738-4579 and the Area II Alcohol and Drug Control Officer, 736-5187/5060.

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7. This memorandum supersedes Command Policy Memorandum #1-10, EANC-SA-CCC/ASACS, 16 Oct 03, subject as above.

A handwritten signature in black ink, appearing to read "Ronald Stephens", is written over the printed name.

RONALD C. STEPHENS
COL, SC
Commanding

DISTRIBUTION:

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